

LOCAL HEALTH PERSONNEL JOB DESCRIPTION

CLASS TITLE: Administrative Secretary	
TITLE CODE: 1401	SERIES: Secretarial/Office Coordination
SELECTION METHOD: 100% qualifying	SALARY: (MIN-MID) \$10.70-13.27 GRADE: 13 SPECIAL ENTRANCE RATE: May be adjusted at agency's discretion based upon additional education & experience.
POSITIONS IN THIS CLASS GENERALLY REPORT TO: Local Health Department Director or other appropriate supervisor	
PRIMARY USER AGENCY: LOCAL HEALTH DEPARTMENT	

CHARACTERISTICS OF THE CLASS: CHARACTERISTICS OF A CLASS ARE GENERAL STATEMENTS INDICATING THE LEVEL OF RESPONSIBILITY AND DISCRETION OF POSITIONS IN THAT JOB CLASSIFICATION.

Performs a variety of highly skilled office administrative duties, clerical in nature, of considerable difficulty. Relieves supervisor of some administrative responsibilities.

MINIMUM REQUIREMENTS: MINIMUM REQUIREMENTS ARE COMPREHENSIVE STATEMENTS OF THE MINIMUM BACKGROUND AS TO EDUCATION, EXPERIENCE, AND OTHER QUALIFICATIONS WHICH WILL BE REQUIRED IN ALL CASES AS EVIDENCE OF AN APPOINTEE'S ABILITY TO PERFORM THE WORK PROPERLY.

EDUCATION: High School Diploma or GED.

EXPERIENCE: Three (3) years of moderately difficult secretarial experience.

SUBSTITUTION CLAUSE:

EDUCATION:

EXPERIENCE: Education and training in Public Administration, Business Administration, Accounting, Human Resources, Public health, Community Health or closely related field may substitute for the required experience on a year for year basis.

SPECIAL REQUIREMENTS: (AGE, LICENSURE, REGULATION, ETC.) None

POST EMPLOYMENT REQUIREMENTS: EMPLOYEES IN THIS CLASS WILL BE REQUIRED TO OBTAIN CREDENTIALS OUTLINED BELOW WITHIN A REASONABLE TIME, OR IF EMPLOYEES POSSESS SUCH CREDENTIALS AT THE TIME OF HIRE THEY WILL BE REQUIRED TO MAINTAIN THOSE CREDENTIALS SO LONG AS THEY ARE EMPLOYED IN THIS CAPACITY. None

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE CLASSIFICATION: EXAMPLES OF DUTIES OR RESPONSIBILITIES ARE NOT TO BE CONSTRUED AS DESCRIBING WHAT THE DUTIES OR RESPONSIBILITIES OF ANY POSITION SHALL BE AND ARE NOT TO BE CONSTRUED AS LIMITING THE APPOINTING AUTHORITY'S ABILITY TO ADD TO, OR OTHERWISE ALTER THE DUTIES AND RESPONSIBILITIES OF A POSITION.

Compiles and completes data on administrative and public reports, bulletins, questionnaires and other documents, compiles minor reports and submits recommendations to supervisor, types a variety of complex and confidential correspondence, answers and screens telephone calls and personally answers inquires, follows up recommended action to determine if problems have been solved, makes arrangements for conferences, committee meetings, Board of health meetings, makes appointments for superiors and other staff, takes complex dictation, assists in preparing and monitoring the departmental budget, research and gathers complex and technical source material for the preparation of reports, articles, speeches etc., sets up and maintains complex filing systems, records incoming correspondence, serves as a representative of his/her supervisor in contacts with other employees, officials or the general public, relieves the agency head of minor administrative details, and designs forms and reports. May Supervise

TYPICAL WORKING CONDITIONS AND UNIQUE PHYSICAL REQUIREMENTS: INCUMBENTS IN THIS CLASSIFICATION WILL TYPICALLY PERFORM THEIR PRIMARY JOB DUTIES UNDER THESE CONDITIONS. THESE CONDITIONS MAY CHANGE ON OCCASION IN PERFORMING THE DUTIES OF AN INDIVIDUAL POSITION.

Work typically is spent inside the office.

ADDITIONAL REQUIREMENTS:

Applicants and employees in this classification may be required to submit to a drug screening test and background check according to the agency's policies.

DATE CLASS ESTABLISHED: 7/1/06

DATE OF LAST REVISION: 07/21/08

THE LOCAL HEALTH DEPARTMENTS DO NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, NATIONAL ORIGIN, SEX, AGE, DISABILITY, SEXUAL ORIENTATION, GENDER IDENTITY, ANCESTRY OR VETERAN STATUS. REASONABLE ACCOMMODATIONS ARE PROVIDED UPON REQUEST.